

Jim Doyle  
Governor

Roberta Gassman  
Secretary

Frances Huntley-Cooper  
Division Administrator



State of Wisconsin  
Department of Workforce Development

**WORKER'S COMPENSATION**  
201 East Washington Avenue  
P.O. Box 7901  
Madison, WI 53707-7901  
Telephone: (608) 266-1340  
Imaging Server Fax: (608) 260-2503  
Fax: (608) 267-0394  
<http://www.dwd.state.wi.us/wc/>  
e-mail: [dwddwc@dwd.state.wi.us](mailto:dwddwc@dwd.state.wi.us)

May 16, 2002

TEST INSURER 1  
C/O TEST INSURER 1  
ONE MAIN ST  
MADISON WI 53703

WC CLAIM NO: 9999-999999  
INJURY DATE: 05/01/98  
EMPLOYEE: SIMPLE, SAMPLE  
EMPLOYER: SAMPLE EMPLOYER INC  
INSURER NO: 094CBD6S8646

IF YOU CALL OR WRITE US  
PLEASE USE WC CLAIM NO.

The Worker's Compensation Act requires monthly payments of permanent disability benefits. This means the employee should have received the first permanent disability payment on this claim within 30 days of the date on the medical report that established permanent disability.

Our records show that you filed the required medical report on permanent disability with the Department more than 30 days after the date on the report. Your delay in filing the medical report with the Department suggests that there may also have been an inexcusable delay in paying permanent disability benefits to the employee.

If an insurer or employer inexcusably delays any payments to an employee, the Department may increase the payments as to which the delay is found by 10%.

Within 30 days please:

1. Provide us with the **date and amount** of the first permanent disability payment.
2. If the first payment to the employee was more than 30 days after the date on the medical report, please do **one of the following**:
  - Submit a written explanation to us that would, in your opinion, excuse the delay;
  - or**
  - Pay the employee 10% of the amount of the first payment and submit proof of this payment to us.

Sincerely,

Department of Workforce Development  
Worker's Compensation Division

WKC-13050-E (R. 05/2002) WC80P